



**RAMANUJAN COLLEGE**  
Accredited Grade 'A++' by NAAC  
**(University of Delhi)**  
Kalkaji, New Delhi-110019  
Ph-26430192, Fax-2641826

Date: 02/05/2025

## GUIDELINES FOR MINIMUM ATTENDANCE REQUIREMENT FOR ADMIT CARD

To ensure eligibility for the upcoming May 2025 – June 2025 semester examination, the following attendance guidelines and benefits applicable to students are as follows:

**1. Minimum Attendance Requirement**

To be eligible for examination for the upcoming May 2025 – June 2025 semester, students of semester IV must meet a minimum attendance of 50% (including benefits) and students of semester II must meet a minimum attendance of 55% (including benefits) in the current semester (Jan – April/May 2025).

**2. Attendance Benefits for Extracurricular Activities**

Students who are part of any Society/Cell/Committee/Sports/NCC/NSS/any other, are eligible for attendance benefit of up to **one-third** of their total classes attended, based on their participation/performance level as given below:

S. No.	Participation/Performance in the activities during current semester	Attendance Benefits
1.	Participation/Performance in the range of 70% - 100 %	Benefit of up to 33.33% of classes attended.
2.	Participation/Performance in the range of 50% - 69.99%	Benefit of up to 25% of classes attended.
3.	Participation/Performance in the range of 33% - 49.99%	Benefit of up to 15% of classes attended.

### 3. Attendance Benefits for Medical Reasons

Students who missed classes due to medical issues and submitted relevant medical documents, signed by the Teacher in Charge, to support their claim. Attendance benefits will be granted according to the following criteria.

S. No.	Documents submitted	Attendance Benefits
1.	Medical Certificate* (with complete bed rest) + All Medical Reports + All Prescriptions and Admission/Discharge summary	All classes missed during the time of treatment
2.	Medical Certificate* (not with complete bed rest) + All Medical Reports + All Prescriptions and Admission/Discharge summary	Benefit of up to 33.33% of classes attended.
3.	Medical Certificate* + Medical Reports + Prescriptions	Benefit of up to 25% of classes attended.
4.	Medical Certificate*	Benefit of up to 10% of classes attended.

\*From a doctor with minimum qualification of MBBS/MD

### 4. Attendance Benefits for Internship Participation

Students who missed classes due to an internship and submitted their internship-related documents, signed by the Teacher in Charge. Attendance benefits will be given as per the college's internship policy.

#### FOR STUDENTS OF SEMESTER IV HAVING ATTENDANCE LESS THAN 50%:

- Students with attendance above or equal to 45% but less than 50% will be debarred from appearing in VAC paper in the May 2025 – June 2025 semester examination. Such students can collect admit card after submitting an affidavit on Rs. 100/- stamp paper.
- Students with attendance above or equal to 40% but less than 45% be debarred from appearing in AEC and VAC papers in the May 2025 – June 2025 semester examination. Such students can collect admit card after submitting an affidavit on Rs. 100/- stamp paper.
- Students with attendance below 40% attendance will be altogether debarred from appearing in the May 2025 – June 2025 semester examination.

**FOR STUDENTS OF SEMESTER II HAVING ATTENDANCE LESS THAN 55%:**

- a. Students with attendance above or equal to 50% but less than 55% will be debarred from appearing in VAC paper in the May 2025 – June 2025 semester examination. Such students can collect admit card after submitting an affidavit on Rs. 100/- stamp paper
- b. Students with attendance above or equal to 45% but less than 50% be debarred from appearing in AEC and VAC papers in the May 2025 – June 2025 semester examination. Such students can collect admit card after submitting an affidavit on Rs. 100/- stamp paper.
- c. Students with attendance below 45% attendance will be altogether debarred from appearing in the May 2025 – June 2025 semester examination.

Students who will receive admit card on the basis of undertaking on stamp paper need to cover the shortage of attendance in the next semester.

All attendance related matters will be dealt by Students' Welfare Committee convened by Dr. Nagender Pal, Associate Professor, Department of Commerce, Ramanujan College.



**Prof. Rasal Singh  
Principal**

प्रोफेसर-प्राचार्य / Professor-Principal  
रामानुजन कॉलेज/Ramanujan College  
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**(Dr. Nagender Pal)  
Convenor, Students' Welfare Committee**